



ASTON FIELDS MIDDLE SCHOOL

ALLERGY SAFETY POLICY

Review date: September 2026
Cycle: 1 year
Date of next review: September 2027



1. Policy Statement

Aston Fields Middle School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors living with allergies.

The school recognises that allergies can have a significant impact on an individual's physical health, emotional wellbeing and participation in school life. In some circumstances, exposure to an allergen can result in a severe allergic reaction, including anaphylaxis, which can be life-threatening.

This policy sets out the arrangements Aston Fields Middle School has in place to identify and support individuals with allergies, reduce the risk of exposure to known allergens, respond appropriately to allergic reactions and promote understanding and awareness of allergy throughout the school community.

The policy applies to pupils, staff, volunteers, visitors and contractors where relevant to their role and interaction with pupils.

In accordance with Section 34 of the Children's Wellbeing and Schools Act 2026, the school maintains an Allergy Safety Policy which is reviewed at least annually and following any significant incident or near miss where lessons may need to be learned.

Mrs J Welch, School Business Manager and Mr G Hall, Deputy Headteacher have overall responsibility for implementing this policy, monitoring its effectiveness and leading or contributing to its review.

2. Roles and Responsibilities

Mrs J Welch, School Business Manager and Mr G Hall, Deputy Headteacher are the school's named senior leaders responsible for allergy safety.

Their responsibilities include:

- overseeing implementation of this policy;
- ensuring that appropriate allergy safety arrangements are established and maintained;
- ensuring staff receive appropriate allergy awareness and emergency response training;
- ensuring pupils with known allergies are identified and appropriately supported;
- overseeing the school's arrangements for emergency medication;
- ensuring relevant risk assessments are completed;
- monitoring incidents and near misses;
- ensuring lessons are learned from incidents and that procedures are amended where necessary;
- coordinating the annual review of this policy;



- ensuring the policy is accessible to staff, pupils and parents/carers;
- working with the governing body and relevant staff to ensure the school meets its responsibilities for allergy safety.

All staff have a responsibility to:

- understand and follow this policy;
- attend required allergy awareness and emergency response training;
- familiarise themselves with relevant pupil Allergy Action Plans and Individual Healthcare Plans;
- take reasonable steps to prevent exposure to known allergens;
- know how to access emergency medication;
- respond promptly and appropriately to suspected allergic reactions;
- report allergy incidents and near misses;
- maintain confidentiality when dealing with pupils' medical information.

Parents and carers are expected to:

- provide the school with accurate and up-to-date information about their child's allergy;
- provide appropriate medication and healthcare documentation where required;
- inform the school promptly of changes to their child's allergy, medication or treatment;
- ensure prescribed medication is within its expiry date;
- work with the school to develop and review appropriate Individual Healthcare Plans.

Pupils will be encouraged, where age and developmentally appropriate, to:

- understand their own allergy and how to reduce risks;
- follow their healthcare or allergy management arrangements;
- know how and when to seek help;
- understand the importance of not sharing food or medication;
- support a respectful and inclusive environment for pupils with allergies.

3. Policy Review

This policy will be reviewed at least annually.

An earlier review will take place where appropriate, particularly following:



- a serious allergic reaction;
- an episode of anaphylaxis;
- a near miss;
- a significant change in guidance or legislation;
- a change in the needs of a pupil with an allergy;
- evidence that existing arrangements may not adequately protect an individual.

Reviews will consider all relevant incidents and near misses and will identify lessons that can be applied to improve allergy safety.

The governing body will be kept informed of significant findings and changes to the policy.

The current policy will be published on the school website and made available in hard copy upon request.

4. Allergy Awareness and Staff Training

Aston Fields Middle School will provide allergy awareness and emergency response training to staff at least annually.

Training will be provided to staff who are present when pupils are scheduled to be on the school site, including:

- permanent teaching and support staff;
- temporary staff;
- supply teachers;
- agency workers;
- peripatetic staff;
- catering staff;
- staff supervising breakfast or after-school provision;
- regular volunteers.

Contractors who have no pupil-facing role, such as builders, electricians or other ad hoc maintenance workers, are not normally required to undertake the school's allergy awareness training.

New Staff

All new staff will receive appropriate information about the school's allergy arrangements as part of their induction.

Where a member of staff begins work before the next scheduled annual training session, appropriate interim information and guidance will be provided.



Supply and Cover Staff

The school will ensure that supply, temporary and cover staff receive appropriate information about allergy safety and emergency procedures before or as soon as reasonably practicable after beginning work.

Where relevant, staff will be directed to the location of:

- pupil medical information;
- Allergy Action Plans;
- Individual Healthcare Plans;
- prescribed emergency medication;
- the school's spare adrenaline devices;
- emergency asthma medication.

Training Content

Allergy awareness training will ensure staff understand:

- what an allergy is and the risks it can present;
- how allergic reactions can occur;
- the different forms of allergy, including food allergy, asthma, eczema and hay fever;
- that allergic conditions can coexist;
- the difference between food allergy, coeliac disease and food intolerance;
- where to find information about individual pupils and their known allergens;
- the symptoms of an allergic reaction;
- how to recognise anaphylaxis;
- how to respond to an emergency;
- when and how to contact emergency services and parents/carers;
- how to locate and administer emergency medication;
- how to use adrenaline auto-injectors (AAIs) and emergency asthma medication where appropriate;
- the impact allergies can have on a pupil's wellbeing;
- this Allergy Safety Policy;
- how to identify pupils with known allergies;
- how to use an Allergy Action Plan or Asthma Action Plan;



- staff responsibilities for reducing the risk of allergen exposure;
- how to report an allergic reaction or near miss.

Training under this policy does not replace any separate clinical competency, clinical governance or delegation arrangements required for individual healthcare support.

5. Promoting Wellbeing

The school recognises that living with an allergy can cause anxiety, particularly where there is a risk of anaphylaxis.

Aston Fields Middle School will seek to promote the wellbeing of pupils with allergies by:

- ensuring pupils are treated with dignity and respect;
- avoiding unnecessary attention or embarrassment relating to a pupil's allergy;
- providing appropriate support and reasonable adjustments where necessary;
- encouraging pupils to participate fully in school life;
- working with parents/carers and healthcare professionals where additional support is required;
- ensuring staff understand the potential emotional impact of allergy.

Bullying

The school will not tolerate bullying, teasing, harassment or exclusion relating to a pupil's allergy.

Any concerns will be addressed in accordance with the school's behaviour and anti-bullying procedures.

Staff will be alert to situations where a pupil may be deliberately exposed to an allergen or where food or medication is misused as part of bullying or intimidation.

6. Minimising the Risk of Allergen Exposure

The school will take reasonable and proportionate measures to minimise the risk of pupils, staff and visitors coming into contact with known allergens.

Staff planning activities must consider potential allergen exposure.

This includes, where relevant:

- food technology and cooking;
- science experiments;
- art and craft activities;
- musical activities;



- use of animals;
- outdoor learning;
- school clubs;
- sporting activities;
- school events;
- educational visits and trips.

Where an identified allergen presents a particular risk to an individual pupil, an appropriate risk assessment will be completed and reasonable measures implemented.

The school will seek to balance allergen safety with the need for pupils to participate fully in the curriculum and wider school life.

7. Food Allergy

Aston Fields Middle School will take reasonable steps to manage the risks associated with food allergies.

This includes considering allergens present in:

- food prepared or provided by the school;
- food provided by external catering providers;
- food brought into school by pupils;
- food brought into school by parents/carers;
- food provided by staff;
- food used during lessons, clubs and school events.

Where food is provided by the school or an external catering provider, appropriate allergen information will be available and communicated in accordance with applicable food safety requirements.

Staff must not make assumptions about whether a food is safe for an individual pupil.

Where a pupil has a known food allergy, their relevant healthcare documentation must be consulted where necessary.

Pupils should be discouraged from sharing food where this could create a risk to a pupil with a food allergy.

8. Identification and Recording of Individuals with Allergies

The school will maintain an appropriate record of pupils with known allergies.

Information will be gathered from appropriate sources, which may include:



- parents/carers;
- the pupil;
- previous schools or settings;
- healthcare professionals;
- relevant medical documentation.

The school will record, where applicable:

- the nature of the allergy;
- known allergens or triggers;
- symptoms and severity where known;
- whether the pupil has an Allergy Action Plan;
- whether the pupil has an Asthma Action Plan;
- whether the pupil has an Individual Healthcare Plan;
- prescribed medication;
- the location of emergency medication;
- any reasonable adjustments or additional arrangements required.

Staff will be informed of relevant information on a need-to-know basis.

Information relating to allergies will be kept up to date and reviewed whenever new medical information is received.

9. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be considered where a pupil:

- has an allergy that has a functional impact on them in school;
- is at risk of harm as a result of their allergy; and
- requires arrangements that are additional to or different from the school's general arrangements.

The IHP will set out the additional or different arrangements required to support the pupil, including emergency arrangements where appropriate.

Where a healthcare professional has issued an Allergy Action Plan and/or Asthma Action Plan, this will be referred to or attached to the IHP where appropriate.

Whenever an updated healthcare or action plan is received, the pupil's IHP will be reviewed and updated as necessary.



10. Prescribed Adrenaline Auto-Injectors

Where a pupil has been prescribed adrenaline auto-injectors (AAIs), the school will ensure that they have rapid access to their medication at all times.

In cases of suspected anaphylaxis, adrenaline should be administered as soon as possible and, in accordance with the guidance underpinning this policy, within five minutes.

This requirement applies during:

- lessons;
- break and lunchtime;
- sports activities;
- playground activities;
- clubs;
- school events;
- educational visits and trips;
- other activities taking place on or away from the school premises.

The school will maintain appropriate records of pupils who have been prescribed adrenaline devices and their Allergy Action Plans.

Parents/carers will be expected to ensure that prescribed devices remain within their expiry date.

Arrangements will be made for pupils to take their prescribed medication home when appropriate, including at the end of the school day.

11. Spare Adrenaline Devices

The school will maintain spare adrenaline devices in accordance with its emergency medication arrangements.

Spare adrenaline devices will:

- be stored in clearly identified locations;
- be readily accessible and not locked away;
- be stored in pairs;
- be clearly labelled as spare/emergency devices;
- be checked regularly to ensure they remain within their expiry date;
- be replaced promptly following use or expiry.



The school will ensure that pupils are not more than five minutes away from access to appropriate adrenaline devices wherever reasonably practicable.

Given the layout and size of the school site, the school will consider whether more than one emergency anaphylaxis kit is required.

Where emergency kits are provided, they may contain:

- spare adrenaline auto-injectors;
- emergency asthma reliever inhaler;
- spacers;
- appropriate instructions for use.

Staff will be made aware of the location of emergency medication and how it can be accessed.

Used or expired adrenaline auto-injectors will be disposed of safely in accordance with appropriate arrangements.

12. Emergency Response

If a pupil or other individual is suspected of experiencing anaphylaxis, staff must act immediately.

The response should include, as appropriate:

1. Administering adrenaline without delay where anaphylaxis is suspected and the appropriate device is available.
2. Calling emergency services.
3. Following the individual's Allergy Action Plan or emergency instructions where available.
4. Administering a second adrenaline device where clinically indicated and available.
5. Informing the pupil's parent/carer.
6. Ensuring the individual receives appropriate medical attention.
7. Recording and reporting the incident.
8. Reviewing the incident and identifying any lessons to improve school procedures.

Staff must not delay emergency treatment while waiting for a parent/carer to arrive.

13. Visits and Educational Trips

Aston Fields Middle School is committed to ensuring that pupils with allergies can participate fully in educational visits and trips.



Before a visit or trip, staff will consider:

- the pupil's known allergy;
- the severity and nature of the allergy;
- access to prescribed medication;
- access to spare emergency medication where appropriate;
- availability of trained staff;
- food arrangements;
- transport arrangements;
- accommodation arrangements where applicable;
- potential environmental or airborne allergens;
- access to emergency medical services;
- appropriate emergency procedures.

Where a pupil is at risk of anaphylaxis, an appropriate risk assessment will be completed.

Pupils at risk of anaphylaxis must have their prescribed adrenaline device with them during off-site activities.

Appropriately trained staff must accompany the pupil and be able to administer adrenaline in an emergency.

14. Serious Incidents and Near Misses

All suspected serious allergic reactions, episodes of anaphylaxis and relevant near misses will be recorded and reported in accordance with school procedures.

A near miss may include an event where an individual with a known allergy was exposed, or was at significant risk of exposure, but did not experience a serious reaction.

Reports may be made by:

- pupils;
- parents/carers;
- staff;
- healthcare professionals;
- other relevant individuals.

The school recognises that some symptoms or reactions may not become apparent until a pupil has returned home.



Parents/carers are therefore encouraged to report any suspected allergy-related incident that may have occurred during the school day.

Mrs J Welch, School Business Manager and Mr G Hall, Deputy Headteacher, will oversee the review of significant incidents and near misses.

The school will consider:

- what happened;
- whether existing procedures were followed;
- whether procedures were adequate;
- whether communication was effective;
- whether training needs to be improved;
- whether risk assessments require amendment;
- whether this policy needs to be updated.

15. Information Sharing and Confidentiality

Information about a pupil's allergy is sensitive personal and health information.

The school will handle allergy information carefully and respectfully and will share information only where there is a legitimate need to do so.

Relevant staff will have access to the information necessary to keep a pupil safe.

Information may need to be shared with:

- teachers and support staff;
- catering staff;
- first aiders;
- trip leaders;
- club or activity staff;
- supply or temporary staff;
- emergency services;
- relevant healthcare professionals;
- parents/carers.

The school will comply with applicable UK data protection legislation and its own data protection and privacy policies.

Pupils' medical information will not be unnecessarily displayed or discussed in a way that could cause embarrassment or identify them to others without good reason.



16. Awareness of Allergy Safety

Aston Fields Middle School will raise awareness of allergy safety through:

- annual staff training;
- staff induction;
- publication of this policy on the school website;
- information provided to relevant parents/carers;
- appropriate communication with pupils;
- reminders regarding emergency procedures;
- appropriate curriculum and pastoral opportunities.

Where appropriate, pupils may be taught how to seek help if a friend experiences an allergic reaction.

Any pupil awareness activity will be age-appropriate and should be discussed with the pupil and their parents/carers where necessary.

Pupil awareness activities will supplement, and never replace, appropriate staff emergency response arrangements.

17. Monitoring and Implementation

Mrs J Welch, School Business Manager and Mr G Hall, Deputy Headteacher, will monitor implementation of this policy through:

- annual review of allergy records;
- monitoring staff training completion;
- checking emergency medication arrangements;
- reviewing risk assessments;
- reviewing incidents and near misses;
- seeking feedback from pupils, parents/carers and staff where appropriate;
- checking that relevant staff understand their responsibilities.

Where weaknesses are identified, appropriate action will be taken and recorded.

18. Related School Policies and Documents

This policy should be read alongside relevant Aston Fields Middle School policies and procedures, including:

- Supporting Pupils with Medical Conditions Policy;
- First Aid Policy;



- Medication Policy;
- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Anti-Bullying Policy;
- Educational Visits Policy;
- Food Safety/Catering procedures;
- Data Protection and Privacy Policy;
- Health and Safety Policy.